

SIKKIM



GOVERNMENT

GAZETTE

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**DEPARTMENT OF INFORMATION & PUBLIC RELATIONS
GOVERNMENT OF SIKKIM
SOOCHNA BHAWAN, TADONG, GANGTOK**

No. 09/IPR/21-22

Dated: 25/01/2022

NOTIFICATION

Guidelines for Empanelment of Filmmakers, Producers, Community Radio Stations, Local Television Channels and Line Producers with Information and Public Relations Department

Whereas, various Departments under the Government of Sikkim require the services of audio-video agencies/producers for publicity of their programmes and policies;

And whereas, with this end in view, the Information and Public Relations Department will empanel audio-video producers to utilize their services for audio-video publicity of various government policies and programmes and only these empanelled producers/ houses shall be used as an exclusive pool for carrying out such activities as mentioned in the paragraph above, by the Government Departments;

And whereas, services of the Line Producers are required while making films, basically for making logistical arrangements, providing management support, location scouting etc.;

Now therefore, with a view to ensure and facilitate utilization of services of local entrepreneur as Production Managers (Line Producers) by the Filmmaker in the State, the Line Producers will be required to empanel themselves with the Information and Public Relations Department.

1. Empanelment.

- (1) Empanelment and De-empanelment will be done by Secretary, Information and Public Relations Department on recommendation of the Empanelment Advisory Committee (EAC).
- (2) Empanelment Advisory committee (EAC) shall consist of the following Officers of Information and Public Relations Department:
 - (i) Director, Information and Public Relations Department

- (ii) Joint Director/Film (Member Secretary)
 - (iii) Deputy Director (Administration Section)
 - (iv) Senior Accounts Officer
- (3) Empanelment for an individual producer will be for a period of three (3) years from the date of approval by Secretary, Information and Public Relations Department.
- (4) The empanelment will be reviewed for renewal after completion of three (3) year term by the Empanelment Advisory Committee.
- (5) The applicant must submit the required documents along with the prescribed application form appended at Annexure- I.
- (6) The Producers/Production houses will be empanelled on the basis of the variety of productions executed by them based on their experience.
- (7) The applicant must be willing to produce any document as may be demanded by the Information and Public Relations Department.

2. Eligibility Criteria

The Information and Public Relations Department shall empanel Producers/Production Houses/Community Radios/Local TV Channels and Line Producers in the following categories: -

(1) Category A:

(i) Feature Film Producer:

- (a) The Producers/Production Houses should have minimum annual net worth of Rs. 10 Lakhs to be considered for this category.
- (b) Professional experience of having produced at least one full length feature film (Above 80 Minutes duration) with Central Board of Film Certification (CBFC) clearance.

(ii) Local TV Channels/TV Serials/Sponsored video programmes and Documentary films/ Docudrama:

- (a) The Producer/Production Houses should have a minimum annual net worth of Rs. 6 Lakhs to be considered for this category.
- (b) Professional experience of having produced at least 1 (One) TV Serial of 5 (Five) episodes each OR 2 (Two) Sponsored Video Programmes of 5 (Five) episodes each OR at least 5 (Five) documentary films of at least 5 (Five) minutes duration each or 5 (Five) episodes of Docudrama of at least 5 (Five) minutes duration each in the past 3 (Three) years.

(iii) Audio-Visual Spots:

- (a) The Producer/Production Houses should have a minimum annual net worth of Rs. 3 Lakhs to be considered for this category.
- (b) Professional experience of having produced at least 10 (Ten) audio-video spots in the last three years.

(iv) Net worth

Net worth is the value of the assets a person or corporation owns, minus the liabilities they owe. It is an important metric to gauge a company's health, providing a useful snapshot of its current financial position.

(2) Category B

Special Category:

- (a) Young professionally qualified producers who are degree/diploma holders from the Central Government Institutes like Film and Television Institute of India, Pune and Satyajit Ray Film & Television Institute, Kolkata and from Universities/Institutes recognised by University Grants Commission and All India Council for Technical Education in Direction, Cinematography, Editing and any other courses related to filmmaking during the preceding 3 (three) years will be eligible for empanelment in the special categories.
- (b) They should apply with their award/prize winning productions, if any or final year project.
- (c) In order to give a platform to novice Sikkimese film makers, the Information and Public Relations Department shall conduct film making competitions and the winners of these competitions shall be considered for empanelment.
- (d) Young professionally qualified Sikkimese film makers having degree from foreign countries like Nepal; Bhutan etc. should produce one year's experience certificate from renowned production company in film making in order to be considered under special category.

(3) Category C

National Level Filmmakers/Producers:

For the production of films by the National Level Producers and the Production Companies:

- (a) Producers/Production Companies should be empanelled with the Directorate of Advertising and Visual Publicity (DAVP).
- (b) Should have a well-established media consultancy firm with experience on making world class films/television series of the Ministries/Central/State Government.

(4) Category D

Line Producer

- (a) He/She must have sound knowledge of Local Laws, Tourist Destinations and shooting permission procedures;
- Or
- (b) he/she should be an intern with Sikkim Film Promotion Board or should have completed a minimum of six months workshop/course in the related field;
- Or
- (c) he/she should submit experience certificate or LOR (letter of recommendation) of having a minimum of 6 months work experience from recognized Production Houses.

(5) Category E

Community Radio Station:

Community Radio Stations (CRS) which have completed 3 (Three) months of continuous operation for minimum of 2 (two) hours broadcasting per day are eligible for empanelment. Community Radio Stations applying for empanelment is required to submit the following documents along with the application:

- (a) Copy of Grant of Permission Agreement (GOPA) signed with Ministry of Information and Broadcasting, Government of India.
- (b) Copy of valid Wireless Operating License (WOL), issued by Wing of Department of Telecommunications (WPC), Ministry of Communication & IT, Government of India.
- (c) A Compact Disc containing the content telecast for the last 3 months.
- (d) Self certification by the license holder of Community Radio Stations certifying that the Community Radio Stations is functional and is continuously broadcasting at least 2 (two) hours of programmes.

3. Empanelment Fee Structure

Category wise empanelment fee shall be levied as under which shall be credited to the Information and Public Relations Department through Challan in the given Revenue Head "0220-Information and Publicity, 60-Others, 800-other Receipts".

Sl. No.	Category	Rate
1.	Category-A(i)	Rs. 5,000/-
2.	Category – A (ii)	Rs. 4,000/-
3.	Category –A (iii)	Rs. 3,000/-
4.	Category – B	Rs.1000/-
5.	Category – C	Rs.10,000/-
6.	Category – D	Rs.500/-
7.	Category – E	Rs. 2000/-

4. Application

All applications should be submitted in the prescribed form. The following information/ documents/materials must be furnished along with the application:

- (a) Documentary proof of ownership/retainer-ship of production facilities or trade license/Firm Registration.
- (b) Identification proof such as Certificate of Identification (COI) and Residential Certificate (RC) is mandatory, Voter's ID card and Driving License.
- (c) The details of production work undertaken in the last 3 years.
- (d) Two passport size photos.
- (e) Self declaration to the effect that information submitted in respect of programmes produced, other relevant aspects are correct and that the applicant shall have no

objection for termination of empanelment and programme assignment, if any, if the information furnished is found to be not true.

5. De-empanelment/Suspension

- (a). The Producers/Production Houses will be de-empanelled if they are found to have been empanelled by misrepresentation of facts and shall be disqualified from the panel for a period of two years.
- (b). Empanelment will be suspended, if the producer does not respond to call for briefing and does not submit required documents on time.

6. Empanelment Certificate

An empanelment certificate will be awarded by the Information and Public Relations Department to all the empanelled Production Houses.

7. The empanelment does not guarantee award of work to the Producers or give them the right to claim for work.

8. This guideline supersedes all previous guidelines/notifications/orders/precedents in existence in this regard.

By order.

**Secretary,
Information and Public Relations Department,
Government of Sikkim.
File No. Gos/1169/IPR/ADM/19
SUB: Empanelment of Film Makers.**

ANNEXURE-I

APPLICATION FORM FOR EMPANELMENT

1. Name of the Organization/ Production House/Filmmaker:
2. Name of applicant (in case of Line Producer):
3. Office address in full:
4. Two passport size photos.
5. Payment of empanelment fee must be done through Challan bearing No. 0220-Information and Publicity, 60- others, 800-other receipts.
6. Any other relevant information:
7. **Tick the relevant category:**

Category A ☐

(i) Feature Film Producer: ☐

- (a) Copy of the Certificate of Firm Registration/License
- (b) Copy of Certificate of Identification or Residential Certificate
- (c) Documentary proof of having produced at least one full length feature film (above 80 minutes duration) with Central Board of Film Certification clearance.
- (d) Documentary proof of minimum annual net worth of Rs. 10 Lakhs from the recognised Chartered Accountant.

(ii) Feature Film Producer: ☐

- (a) Copy of the Certificate of Firm Registration/License
- (b) Copy of Certificate of Identification (COI) or Residential Certificate (RC).
- (c) Documentary proof to corroborate the claim as content in para 10(ii) (b).
- (d) Documentary proof of minimum annual net worth of Rs. 6 Lakhs from the recognised Chartered Accountant.

(iii) Audio –Visual Spot: ☐

- (a) Copy of the Certificate of Firm Registration/License

- (b) Copy of Certificate of Identification (COI) or Residential Certificate (RC).
- (c) Documentary proof to corroborate the claim as content in para 10(iii) (b).
- (d) Documentary proof of minimum annual net worth of Rs. 3 Lakhs from the recognised Chartered Accountant.

8. Category B ☐

SPECIAL CATEGORY:

- (a) Documentary proof of Degree/Diploma from the Central Government Institutes like FTII, Pune and Satyajit Ray Film & TV Institute, Kolkata and from Universities/Institutes recognised by UGC and AICTE in Direction, Cinematography, Editing and any other courses related to filmmaking during the preceding 3 (three) years.
- (b) Soft copy of their award/prize winning productions, if any or final year project.
- (c) Copy of Certificate of Identification (COI) or Residential Certificate (RC).

9. Category C ☐

National Level Filmmakers/Producers:

- (a) Documentary proof of empanelment with the Directorate of Advertising and Visual Publicity (DAVP), Government of India.
- (b) Documentary proof of experience on making world class films/television series of the Ministries/Central/State Government.

10. Category D ☐

Line Producer

Documentary proof as mentioned in para 13. (a) and (b) or (c).

11. Category E ☐

Community Radio Station

(a) Documentary proof as mentioned in para 14. (a), (b),(c) and (d).

13. DECLARATION

i) I _____ (applicant (s)) solemnly affirm that the facts stated above are correct and nothing has been withheld. If any information submitted above, is found to be false or fabricated, I may be liable to be suspended and/or debarred from empanelment.

Signature _____

Date: _____

Full Name _____

Mobile No: _____

Email Address: _____

NOTE:

- 1) The applicant may also submit additional experience certificates if desired.
- 2) All the enclosures should be properly annexure and numbered serially.
- 3) Please ensure that application form is complete. Incomplete application form will not be accepted.

Details of enclosures:

Sl. No.	Particulars	Sr. no at which it relates